

GOVERNMENT OF PUDUCHERRY

DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

INTRODUCTION

1.1 Background of this Hand Book:

The Right to information is derived from our fundamental right of expression under Article 19 of the Constitution of India. The **Right to Information Act 2005** provides for setting out the practical regime of right to information for citizens to secure access to information, in order to promote accountability in the working of every public authority. Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed. Revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information and it is necessary to harmonise these conflicting interest and while preserving the paramountcy of the democratic ideal; it is expedient to provide for furnishing certain information to citizens who desire to have it.

1.2 Objective/Purpose of this Hand Book:

In pursuance of the objectives set forth in the "The Right to Information Act 2005", this hand book of information on functions and activities of the Department of Revenue and Disaster Management is prepared in order that citizens should have access to the information on the working of the department and to ensure a transparent administration. Endeavour is made to bring out the minute duties of Revenue and land administration right from the issue of certificate by the Village Administrative Officer to maintenance of law and order by the District Magistrate. This compilation brings out the activities and functions of the Revenue Administration only.

1.3 Who are the intended users of this hand-book?

The multifarious functions of the Department of Revenue and Disaster Management influence people of all walks of life like student community, general public, traders, rich and poor, literate and illiterate, etc., Hence all citizens without any exception would intend to use this handbook.

RIGHT TO INFORMATION ACT, 2005

1.4 Organisation of the Information in this Hand-Book:

Manual Number	Content
1	Particulars of Organisations, functions and duties
2	Powers and Duties of Officers and employees
3	Rules, Regulations, Instructions, Manual & Records for discharging functions
4	Particulars for any arrangements that exists for Consultation.
5	A statement of the categories of documents that are held by the Department
6	A statement of Boards, Council, Committees & other Bodies constituted as its part
7	Names, designation & other particulars of the Public Information Officers.
8	Procedure followed in Decision making process.
9	Directory of officers and employees.
10	Monthly remuneration received by each of its Officers and employees
11	Budget to each Agency.
12	The Manner of execution of subsidy programme
13	Particulars of Recipient of Concessions, permits or authorisation granted by it
14	Norms set by the Department for the discharge of the functions
15	Information available in Electronic Form
16	Particulars of facilities available to Citizen for obtaining Information.
17	Other useful information

1.5 Officials to be contacted if one want to get more information on topics covered in the hand-book as well as other information also.

Sl. No	Name and Designation	Name & address of the office	Contact No
1	Thiru S.B. Deepak Kumar, I.A.S., Special Secretary (Revenue) and District Collector – cum – District Magistrate, Puducherry	Department of Revenue and Disaster Management, Puducherry. First Floor, Revenue Complex, Puducherry	0413-2248759 (Fax) 0413-2248691 0413- 2231201
2	Thiru J. Ashok Kumar, I.A.S., District Collector, Karaikal	Collectorate, Duplex Street, Karaikal	04368-222025
3	Dr. A. Muthamma, I.A.S., Sub Collector(Revenue), Karaikal	O/o the Sub / Deputy Collector (Revenue), Duplex Street, Karaikal	04368-227890
4	Thiru A. Vincent Rayar, Deputy Collector (Revenue)-North, Puducherry.	O/o the Sub / Deputy - Collector (Revenue) North, Ground Floor, Revenue Complex, Saram, Puducherry.	0413-2231250 0413-2248680 0413-2248686
5	Thiru. S. Manicka Deepan Deputy Collector (Revenue)-South. Villianur.	O/o the Sub / Deputy- Collector (Revenue) South, IInd Floor, Villianur, Puducherry	0413-2667945 0413-2667668
6	Thiru. R. Arunachalam, Deputy Collector (Revenue), Mahe	O/o the Sub / Deputy Collector (Revenue), II Floor, Civil Station, Mahe	0490-2332960
7	Thiru. S. Ganessin Deputy Collector (Revenue), Yanam.	O/o the Sub / Deputy Collector (Revenue), Regional Administrator Building, Yanam.	0884-2321243
8	Thiru N. Tamil Selvan, Special Officer, Office of the Special Secretary (Revenue) – cum – District Collector, Puducherry.	Department of Revenue and Disaster Management, Puducherry, First Floor, Revenue Complex, Puducherry.	0413-2231202

C H A P T E R - 2
M A N U A L - 1

2.1 PARTICULARS OF ORGANISATIONS, FUNCTIONS AND DUTIES

2.1.1 Historical Background of Revenue Administration

The Union territory of Puducherry is the amalgamation of the erstwhile French territories in India viz. Puducherry, Karaikal, Mahe, Yanam.

At the beginning of the nineteenth century, after the French took over the establishment from the British (1816), they brought forward some legislation to regulate the system of farming and to improve the status of cultivation. An *Ordonnance Royale* issued on 25th October 1826 legislated that lands were perpetually farmed out to Europeans or their descendants. The farmer with the help of the "ecrivain" (Village Administrative Officer) had to draw up every year a contract called 'patta' stating the extent of lands cultivated by the ryot and taxes due on such land. The pattas were then registered in the Bureau du Domaine.

The ordinance of 25th October 1826 was repealed by the ordinance of 7 June 1828 to regulate the ownership of lands and collection of land tax. This is the basic and primordial law to which one has to refer even now for matters relating to the origin of land ownership. The ordinance put forth a fourfold classification of the lands and provided for the payment of tax directly to the 'domaine' but did not envisage any major deviation from the old principle that gave the king the exclusive right over the land. Hence, the *Commission d' Agriculture et de commerce* constituted in the year 1848 recommended a remission of tax and conferment of ownership rights to cultivators. An *arête* was issued on 19th February 1853 to give a general remission of tax.

Land tax was collected on the basis of a payemache, an old survey, originally drawn up in 1806, and then modified in 1830 for Bahour and Villianur and then again between 1818 and 1860 for Puducherry and Ozhukarai.

The Arrete of 6th November 1889 laid down the conditions for establishment of a *Bureau du cadastre* in the offices of *Services des contributions* to deal with administrative aspects of survey work. The land records prepared during the French regime were *plan parcellaire, tableau synoptique, matrice cadastrale*, etc.

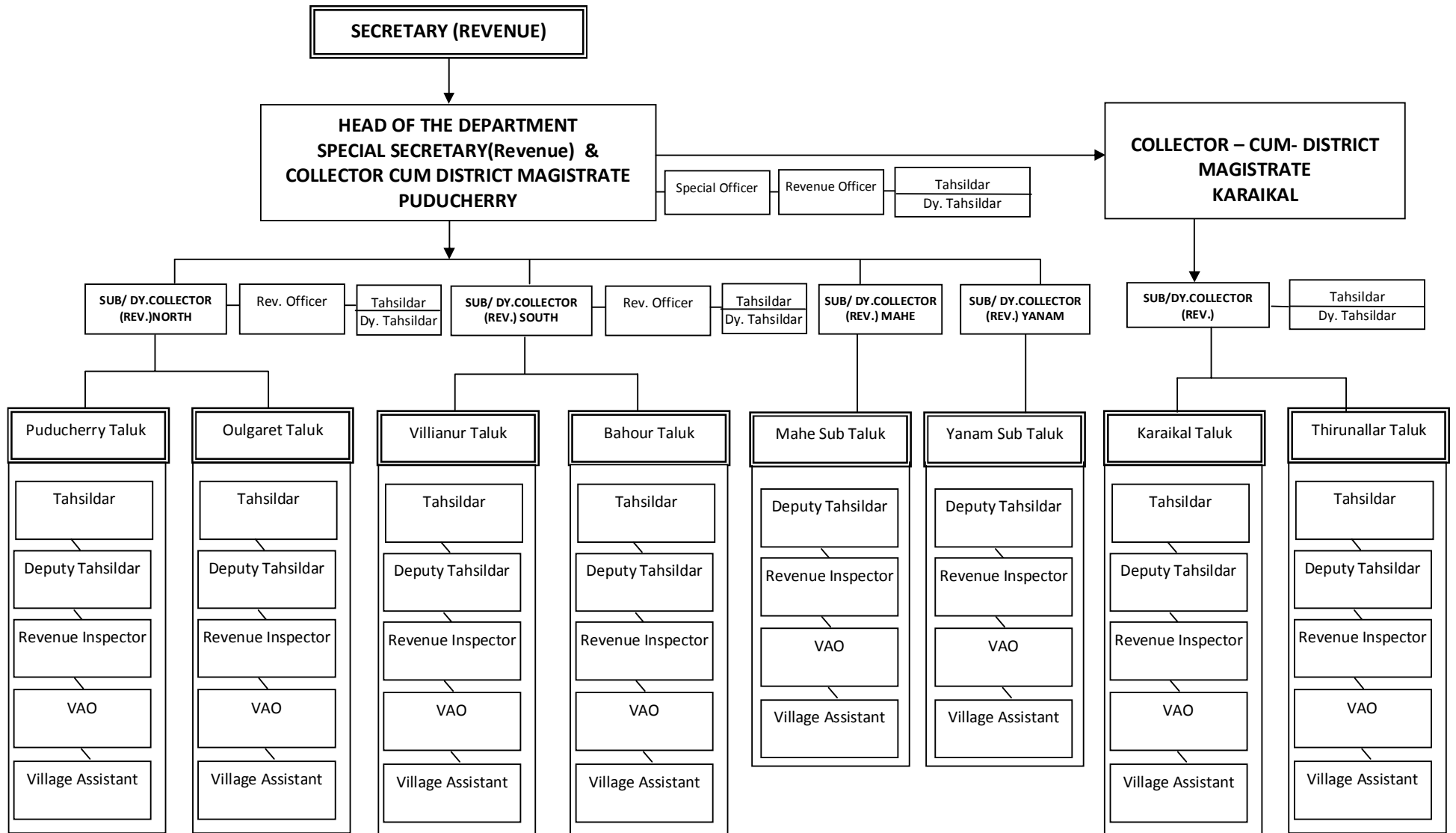
At the time of de-facto merger of Puducherry with the Indian union in 1954, the land revenue administration as adopted by the French regime was followed. The *Services des contributions* (contributions department) was responsible for assessment and collection of taxes and control over the treasury till 1968. The land records prepared during the French regime were in vogue till resurvey and settlement operations in the territory which were taken up and completed by 30 June, 1973 in Puducherry and Mahe regions and by 30 June 1974 in Karaikal and Yanam regions.

The Union territory of Puducherry was declared as a Revenue District with the Secretary (Revenue) as the Collector with effect from 9, April 1967. Upon reorganisation on 1st, May 1968, the four regions of the Union territory were constituted as Revenue Sub-Divisions. The revenue district administration was reorganized on the Tamil Nadu pattern, but is unique in nature as it is a blend of French and British administrative set up. The Revenue Administration was again re-organized in 2003 by which Puducherry Sub-Division was bifurcated as North and South Sub-Divisions. The Pondicherry North Sub-Division comprises Pondicherry and Oulgaret Taluks and the Pondicherry South Sub-Division comprises Villianur and Bahour Taluks. The post of Deputy Collector (Revenue), Puducherry was redesignated as Deputy Collector (Revenue)-cum- Sub-Divisional Magistrate (North) and the erstwhile post of Deputy Collector (Land Acquisition), Puducherry was redesignated as Deputy Collector (Revenue) – cum – Sub-Divisional Magistrate (South)-Villianur. Consequent to the above the Sub-Taluks had been upgraded to Taluks as follows: (i) Villianur Sub-Taluk was upgraded into Villianur Taluk comprising Villianur, Thondamanatham, Mannadipet and Kodathur Firkas. (ii) Bahour Sub-Taluk stand upgraded into Bahour Taluk comprising Bahour, Nettareppakkam and Seliamedu Firkas. Further, Puducherry and Karaikal Taluks were bifurcated vide G.O.Ms. No. 28, dt. 27.06.2003 by the Revenue Department.

In 2005, Karaikal was formed as a separate District under a Collector and resultantly Mahe and Yanam Sub-Divisions came under the jurisdiction of Puducherry District Collector vide G.O. Ms. No. 37. Dated 26.05.2005 of the Confidential and Cabinet Department, Puducherry.

The Revenue Department was renamed as “Department of Revenue and Disaster Management” on 17.06.2005 by G.O.Ms.No.41 in order to give an impetus to the inevitable role of the Department in calamity management.

2.1.2 Organisation Chart



2.1.3 Sub-Divisions

2.1.3.1 PUDUCHERRY – NORTH – SUB-DIVISION:-

Taluk	Firka	Name & Number of the Revenue Village
Puducherry	Puducherry	Puducherry – 40
	Mudaliarpet	Pudupalayam-37 Olandai-41 Thengaithittu -42 Murungapakkam-44 Kompakkam-45
	Ariankuppam	Ariankuppam-43 T.N.Palayam-67 Abishegapakkam-68 Thavalakuppam-69 Manavelly-70 Poornankuppam-71
Oulgaret	Oulgaret	Alankuppam-19 Kalapet-20 Pillaichavady-21 Thattanchavady-34 Oulgaret-35 Reddiarpalayam-36 Saram-38 Karuvadikuppam-39

2.1.3.2 PUDUCHERRY – SOUTH- SUB-DIVISION:-

Taluk	Firka	Name & Number of the Revenue Village
Villianur	Villianur	Villianur-32 Kurumbapet-33 Oodianpet-46 Thirkanji-47 Uruvaiyar-48 Mangalam-49 Sathamangalam-50 Keezhur-51 Ariyur-52 Manakuppam-53 Perungalur-66
	Thondamanatham	Sedarapet-22 Karasur-23 Thuthipet-24 Thondamanatham-25 Pillayarkuppam-26 Ramanathapuram-28 Ousudu-29 Koodapakkam-30 Olavaikal-31
	Mannadipet	Manalipet-01 Chettipet-02 Kunichempet-03 Mannadipet-04 Vadhanur-05 Kalitheerthalkuppam-06 Madagadipet-07 Thirubuvanai-08 Sanyasikuppam-09 Thiruvandarkoil-10

Taluk	Firka	Name & Number of the Revenue Village
	Kodathur	Sorapet-11 Vambupet-12 Kodathur-13 Thethampakkam-14 Suthukeny-15 Pudukuppam-16 Kattery-17 Kuppam-18 Sellipet-27
Bahour	Bahour	Panayadikuppam-59 Karaiyamputhur-60 Manamedu-61 Kaduvanur-62 Bahour-76 Irulanchandai-77 Kuruvinatham-78 Parikalpattu-79
	Selliamedu	Kirumampakkam-72 Pillaiyarkuppam-73 Selliamedu-74 Aranganur-75 Uchimedu-80 Manapet-81
	Nettapakkam	Madukarai-54 Kariamanikkam-55 Eripakkam-56 Nettapakkam-57 Pandasozhanallur-58 Embalam-63 Korkadu-64 Karikallambakkam-65

2.1.3.3 KARAICAL SUB-DIVISION:-

Taluk	Firka	Name & Number of the Revenue Village
Karaikal	Karaikal	Thalatheru-23 Kizhavelly-24 Kovilpathu-25 Dharmapuram-27 Karaikal-28
	Kottucherry	Varichikudy (South)-09 Varichikudy (North)-10 Poovam-11 Thiruvattakudy-12 Kottucherry-13 Kizhakasakudy-14
	Neravy	Vizhudiur-19 Oduthurai-29 Kizhamanai-30 Neravy-31 Akkaravattam-32
	T.R. pattinam	Kizhaiyur (North)-33 T.R. pattinam-34 Polagalam-35 Kizhaiyur (South)-36 Vanjour-37

Taluk	Firka	Name & Number of the Revenue Village
Thirunallar	Nedungadu	Nedungadu-05 Kurumbagaram-06 Ponpethy-07 Puthukudy-08 Melakasakudy-15
	Thirunallar	Ambagarathur-01 Nallezhundur-02 Sethur-03 Devamapuram-04 Sorakudi-16 Thennankudy-17 Sellur-18 Pettai-20 Thirunallar-21 Subrayapuram-22 Kizhavor-26

2.1.3.4 MAHE SUB-DIVISION

Taluk	Firka	Name & Number of the Revenue Village
Mahe	Mahe	Pandakkal -1 Chalakara - 2 Palloor -3 Kallayee - 4 Mahe - 5

2.1.3.5 YANAM SUB-DIVISION

Taluk	Firka	Name & Number of the Revenue Village
Yanam	Yanam	Yanam -2 Mettakur -1 Kanakalapeta -3 Francitippah- 4 Adivipolam - 5 Iskitippah- 6

2.1.4 Addresses of various offices of Department of Revenue and Disaster Management:-

2.1.4.1 PUDUCHERRY DISTRICT

SI.No	Name of the Office	Address
1	Office of the Special Secretary (Revenue) – cum – District Collector, Puducherry	Revenue Complex, First Floor, No.505, Kamaraj Salai, New Saram, Puducherry – 605 013.
2	O/o the Sub/Deputy Collector (Revenue) (North), Puducherry	Revenue Complex, Ground Floor No.505, Kamaraj Salai, New Saram, Puducherry – 605 013.
3	Taluk Office Puducherry	100 Feet Road, Next to RTO, Puducherry
4	Taluk Office Oulgaret.	(adj. to Jeeva Rukkumani Marriage hall) East Coast Road, Pakkumudayanpet Puducherry-8
5	O/o the Sub/Deputy Collector(Revenue) (South), Villianur	Revenue Complex, South Car Street, Villianur, Puducherry
6	Taluk Office, Villianur.	Revenue Complex, South Car Street, Villianur, Puducherry
7	Taluk Office, Bahour	No.8, Marie Street, Bahour, Puducherry

2.1.4.2 KARAİKAL DISTRICT

SI.No	Name of the Office	Address
1	O/o the District Collector, Karaikal	Collectorate Campus, Duplex Street, Karaikal
2	O/o the Sub/Deputy Collector (Revenue)	Collectorate Campus, Duplex Street, Karaikal
3	Taluk Office, Karaikal	Revenue Complex, Duplex Street, Karaikal.
4	Taluk Office, Thirunallar	Vellala Street, Thirunallar, Karaikal

2.1.4.3 MAHE REGION

SI.No	Name of the Office	Address
1	O/o the Sub/Deputy Collector (Revenue)	II-Floor, Civil Station, Mahe.
2	Sub-Taluk Office, Mahe	II-Floor, Civil Station, Mahe

2.1.4.4 YANAM REGION

SI.No	Name of the Office	Address
1	O/o the Sub/Deputy Collector (Revenue)	Regional Administrator Building, Yanam
2	Sub-Taluk Office, Yanam	Mini Civil Station, Yanam

2.1.5 Duties and Functions of Revenue Department:-

- Assessment and collection of land revenue, collection of local cess, local cess surcharge on behalf of local bodies, collection of court fees, recovery of loans and advances, excise arrears, other dues of various departments, and all the dues recoverable as arrears of land revenue.
- Preparation of Crop Report (Adangal) and maintenance of related revenue accounts.
- Implementation of Land Ceiling Laws, declaration of surplus land under Land Reforms Act and distribution of the same to landless poor.
- Redressal of Public Grievances / Land Disputes.
- Implementation of Rent control legislations.
- Maintenance of Law & Order in co-ordination with the Police.
- Conduct of Revenue Court by the Sub-Divisional Magistrates and making decisions of belated registration under the Registration of Births and Deaths Act.
- Implementing the Cultivating Tenants Protection Act, Public Premises (Eviction of unauthorized occupants) Act
- Issue of licences under Arms Act, Explosives Act, Cinematograph Act, Mines and Minerals Act and Petroleum Act, etc.
- Management of all Government poramboke lands, licensing of Government lands.
- Fixation of fair rent in respect of private buildings taken on lease by the Government
- Acquisition of land for various agencies/ Departments of the Government for public purpose
- Census related works
- Performing duties of Asst. Electoral Registration Officer by Tahsildars / Deputy Tahsildars.
- Functioning as Charge Officers by Tahsildars / Deputy Tahsildars for census related works.
- Preparation of Guide-Line Registers for fixation of Land value.
- Assessment of market value of instruments undervalued by the executants, collection of deficit stamp duty as per the market value.
- Conduct of Parliamentary/ Assembly/ Civic Elections-District Election Office.
- Framing State & District level Disaster Management Action Plan.
- Constituting Emergency Support Forces & Task forces under Disaster Management Act, 2005 to act effectively at the time of Disasters.

2.1.6 List of Services:

The Department of Revenue and Disaster Management provides a myriad of valuable services to the public of the Union territory of Puducherry. The Department shoulders the responsibility of rendering a variety of time bound services as follows:

- Providing relief & Rehabilitation by way of gratuitous relief, housing subsidy, etc. to those affected by flood and fire and other natural calamities
- Issue of certificates of residence, nativity, income, nationality, solvency, no arrear certificate at the level of Deputy Tahsildar / Tahsildar in charge of Sub-Taluk / Taluk.
- Grant of permission for shooting of films and T.V. Serials.
- Scribers license, stamp vendor licensing, Money lender and Pawnbroker licences.
- The entire gamut of activities entrusted in the Disaster Management Act, 2005.
- Grant of compensations to the BPL family member (Death / Accident) under the Rajiv Gandhi Social Security Scheme, 2012.
- Other Licenses (Arms, Pawn Brokers, etc.)
- Refund of Court fee.
- Refund of unused / damaged stamp papers.

2.1.7 Working Hours:

Forenoon Session: 8.45 A.M. to 1.00 P.M.

Lunch : **1.00 P.M to 2.00 P.M.**

Afternoon Session: 2.00 P.M. to 5.45 P.M.

C H A P T E R - 3

M A N U A L - 2

3.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1.1 Special Secretary to Government (Revenue):

Special Secretary to Govt. (Revenue) is the Head of the Department of Revenue and Disaster Management. He exercises all the financial powers within the framework of the General Financial Rules, other Government Accounting Rules, in accordance with the re-delegation of financial powers.

3.1.2 District Collector-cum-District Magistrate:

Collector is the Chief Controller of the Revenue Administration in Puducherry and Karaikal Districts. He performs the statutory functions as required under various Legislations relating to the Revenue Administration. As a District Magistrate he is responsible for maintenance of law and order. Under Election Law, the Collector performs the functions of District Election Officer. The Collector bestows personal attention in the redressal of all public grievances.

The Collector, Puducherry being the Special Secretary to Government (Revenue) performs all the secretarial functions. As stated in 3.1.1, he is the head of Department of Revenue and Disaster Management and exercises all the financial powers, in accordance with the redelegation of financial powers. He exercises superintendence over Sub/ Deputy Collectors (Revenue) and all subordinate offices. In addition to functions of District Election Officer, he also plays the role of Returning Officer for Parliament elections.

3.1.3 Sub Collector / Deputy Collector (Revenue)-cum-Sub-Divisional Magistrate:

Each Sub-Division of this Union Territory viz. Puducherry (North), Puducherry (South), Karaikal, Mahe and Yanam are headed by respective Sub/Deputy Collectors (Revenue). They exercise their powers and perform their duties within their Sub-divisions in matters relating to Land and Revenue Administration. The Sub/Deputy Collectors (Revenue) performs the functions of the Collector under the Acts like Puducherry Revenue Recovery Act & Indian Stamp Act. They are the licensing authority under Puducherry Pawn Brokers Act

and Money Lenders Act. They are responsible for the enforcement of various Acts described in the Manual 3. They are also the Land Acquisition authority under the Land Acquisition Act, 1894. The Sub/Deputy Collectors (Revenue) exercise their judicial and quasi-judicial powers as Sub-Divisional Magistrate in respect of Acts like Registration of Births and Deaths Act, 1965, Deposits of rents under Puducherry Buildings (Lease & Rent) Control Act, 1969, Cultivating Tenants Act, 1970, Payment of Fair Rent Act, 1970, etc. Executive and Magisterial functions under Sec.41(1), 107, 108, 109,110, 133, 144, 145 of Cr.P.C. Inquest and Inquiry into suspicious deaths are also made with reference to Sec. 174 and 176 of Cr.P.C. The Sub/Deputy Collectors (Revenue) prepare Guide Line Register (GLR) indicating market value of lands for the purpose of registration in the case of transfer of properties. They are also the Head of offices of the Sub Divisions concerned and vested with the financial powers as per the provisions contained in the General Financial Rules and other Government Accounting Rules and in accordance with the redelegation of financial powers. As Sub-Divisional Magistrate, they are responsible for maintenance of Law and Order.

3.1.4 Special Officer/Revenue Officers:

Special Officer in the Office of the Special Secretary (Revenue) - cum-District Collector is the Head of Office, performing duties as Drawing and Disbursing Officer and assisting the Special Secretary (Revenue) in the matters of Establishment, Accounts, Budget and all other subject matters.

Revenue Officer in the Office of the Special Secretary (Revenue) looks after the revenue related subjects and assists the Special Secretary (Revenue) in such subjects.

Revenue Officers in Revenue Division (North) and Revenue Division (South) function as section heads performing duties of Drawing and Disbursing Officers and assisting the Sub/ Deputy Collector (Revenue).

3.1.5 Tahsildar:

Tahsildar is the head of Taluk administration. The important functions performed by a Tahsildar are:

- Furnishing inspection, verification reports to the Sub/Deputy Collector (Revenue)
- Issue of various certificates such as Caste Certificate, Residence Certificate, Nationality Certificate, Solvency Certificate, Valuation Certificate, etc.
- Issue of certified copies of Chitta/Settlement/Adangal etc.
- Supervising the work of Revenue Inspectors and Village Administrative Officers.
- Transfer of Registry (Patta Transfer)
- Relief Work during natural calamities/fire accidents, etc.
- Reporting on public petitions.
- Performing functions assigned as Executive Magistrate under Cr.P.C. and thus attending Law and Oder problems
- Collection and furnishing of basic data for Land Acquisition, Land Reforms etc.
- Revenue Recovery
- Collection of returns for preparation of Guideline Value Registers
- Electoral Registration and other allied works
- Officiating as charge officer in census related works

Tahsildars are also posted as “Sections Heads” in-charge of subjects such as Revenue/Land Acquisition/Law and Order/Disaster Management/Relief and Rehabilitation/ Petitions/ Land Reforms/Enactment of various legislations and all other technical functions in the Office of the Special Secretary (Revenue) and Office of the Sub / District Collector (Revenue). Also they perform the duties of Excise Officer/ Assistant Controller of Legal Metrology under the disposal of the Deputy Commissioner (Excise), Puducherry. In the Department of Survey and Land Records they hold the post of Settlement Officer.

3.1.6 Deputy Tahsildar:

Deputy Tahsildar generally assists Tahsildar in Taluk Office in discharging his routine duties. The Deputy Tahsildar is also designated as Executive Magistrate and performs the functions assigned to Executive Magistrate. The Deputy Tahsildars are also authorised to issue various certificates. The Deputy

Tahsildars are also posted as Sub-Registrars in the Registration Department. They are deputed to other Departments as Estate Officers in Land Acquisition allied works. Also they perform duties of Inspector of Excise under the disposal of the Deputy Commissioner Excise. While in the Sub-Taluk Offices, being the head of the Sub-Taluk, they have the powers and discharges duty of Tahsildars of the Taluk Offices.

3.1.7 Revenue Inspector:

Revenue Inspectors are in-charge of a Firka (a group of Revenue Villages) and supervise the functions of Village Administrative Officers of the Revenue village concerned under the Firka jurisdiction.

- ◆ Verification/scrutiny of reports of certificates issued by the Village Administrative Officers to farmers for availing various loans/concessions from Government, Banks, Cooperative Societies, etc.
- ◆ Verification of various reports on various certificates to be given to the general public.
- ◆ Inspection of all revenue villages periodically and maintenance of Revenue accounts.
- ◆ Verification of documents of the immovable properties which are likely to be hypothecated to the Government for participation in auction of arrack and toddy shops.
- ◆ Co-ordinating with the Tahsildar/Deputy Tahsildar in the performance of their duties.
- ◆ Ajmoish of Adangal, verification of Land Tax Roll, etc.
- ◆ Also posted as Sub Inspector of Excise in the office of the Deputy Commissioner Excise and in the Department of Survey and Land Records as Settlement R.I.

3.1.8 Village Administrative Officer:

The Village Administrative Officer is the basic village level functionary. He is assisted by one Village Assistant.

His main functions are:

- ❖ Preparation and Maintenance of Village Revenue and Land Records
- ❖ Collection of Land Tax, Tree Tax, etc.
- ❖ Recovery of dues to the Government

- ❖ Keeping vigil and reporting to the higher authorities regarding important happenings in the village such as unnatural death, caste feud, objectionable encroachments, etc.
- ❖ Issue of certain certificates to the farmers
- ❖ Furnishing inspection reports and enquiry reports on petitions.
- ❖ Assistance to higher authorities in carrying out inspections, searches, raids etc.
- ❖ Keeping vigil and immediate reporting to higher authorities during natural calamities and assisting in relief operations/rehabilitation measures.
- ❖ Gathering of vital field level data useful for various departments such as Below Poverty Line (BPL) survey for Civil Supplies and Consumer Affairs Department
- ❖ Keeping vigil over incidents of bonded labour.
- ❖ Arrangement of polling booths during election and for periodical electoral registration.
- ❖ Issue of Solvency Certificate for Bail purposes.
- ❖ Keeping vigil and reporting Law and Order problems to his higher authorities.
- ❖ Acting as official witness in Court/ Police in the situation of non-availability of public witnesses.

3.1.9 Village Assistant:

The Village Assistant assists concerned Village Administrative Officer in his all duty matters.

CHAPTER — 4
MANUAL –3

4.1 RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS,
FOR DISCHARGING DUTIES

Sl. No.	Name of the Act / Regulation / Orders
1.	The Press and Registration of Books Act, 1867
2.	The Revenue Recovery Act, 1890 (central Act)
3.	The General Clauses Act, 1897
4.	The Protection of Civil Rights Act, 1955
5.	The Pondicherry Cinemas (Regulation) Act, 1964
6.	The Constitution (Pondicherry) Scheduled Caste Order, 1964
7.	The Karaikal Pannaiyal Protection Act, 1966
8.	The Pondicherry Pawnbrokers Act, 1966
9.	The Pondicherry Buildings (Lease and Rent Control) Act, 1969
10	The Oaths Act
11.	The Pondicherry Settlement Act, 1970
12.	Scheme Report for the Settlement of Village Sites (Natham) in Pondicherry and Karaikal Regions
13.	The Pondicherry Revenue Recovery Act, 1970
14.	The Pondicherry Land Encroachment Act, 1970
15.	The Pondicherry Occupants of Kudiyiruppu (Protection from Eviction) Act, 1970
16.	The Karaikal Agricultural Labourer Fair Wages Act, 1970
17.	The Pondicherry Cultivating Tenants (Payments of Fair Rent) Act, 1970
18.	The Pondicherry Occpants of Kudiyiruppu (Conferment of Ownership) Act, 1973
19.	The Pondicherry Reduction Suspension and Remission of Assessment Orders, 1975
20.	The Pondicherry Vacant Lands in Urban Areas (Prohibition of Alienation) Regulation, 1976
21.	The Pondicherry Irrigation (Levy of Betterment Contribution) Regulation, 1976
22.	The Tamil Nadu Debt Relief Act, 1976 (as adapted to Pondicherry)
23.	The Pondicherry Non-Agricultural Kudiyirupudars (Stay of Eviction Proceedings) Act, 1980
24.	The Cable Television Networks (Regulations) Act, 1955
25.	The Pondicherry Open Places (Prevention of Disfigurement) Act, 2000

Sl. No.	Name of the Act / Regulation / Orders
26.	The Pondicherry Cinemas (Regulation) Rules, 1966
27.	The Karaikal Pannaiyal Protection Rules, 1966
28.	The Pondicherry Pawnbrokers Rules, 1966
29.	The Pondicherry Settlement Rules, 1970
30.	Administrative Instructions Implementation for the Pondicherry Revenue Recovery Act, 1970
31.	The Pondicherry Land Encroachment Rules, 1971
32.	The Pondicherry Occupants of Kudiyiruppu (Protection from Eviction) Rules, 1971
33.	The Karaikal Agricultural Labourer Fair Wages Rules, 1970
34.	The Pondicherry Cultivating Tenants (Payments of Fair Rent) Rules, 1970
35.	The Pondicherry Occupants of Kudiyiruppu (Conferment of Ownership) Rules, 1974
36.	The Pondicherry Vacant Lands in Urban Areas (Prohibition of Alienation) Rules, 1976
37.	The Pondicherry Irrigation (Levy of Betterment Contribution) Rules, 1976
38.	The Pondicherry Debt Relief Rules, 1976
39.	The Pondicherry Minor Minerals (Concession) Rules, 1977
40.	The Pondicherry Buildings (Lease and Rent Control) Rules, 1980
41.	The Pondicherry Rural House / Hut Construction Rules, 1981
42.	The Cable Television Networks Rules, 1994
43.	The Mahe Land Reforms Act, 1968
44.	The Pondicherry Cultivating Tenants Protection Act, 1970
45.	The Pondicherry Land Reforms (Fixation of Ceiling on Land) Act, 1973
46.	The Pondicherry Land Reforms (Fixation of Ceiling on Land) Amendment Regulation, 1977
47.	The Yanam Land Reforms (Ceiling on Agricultural Holdings) Regulation, 1977
48.	The Pondicherry Cultivating Tenants Protection Rules, 1971
49.	The Pondicherry Land Grant Rules, 1975
50.	The Pondicherry Land Reforms (Fixation of Ceiling on Land and Disposal of Surplus Lands) Rules, 1975
51.	The Yanam Land Reforms (Ceiling on Agricultural Holdings) Rules, 1978
52.	The Mahe Land Reforms (Ceiling) Rules, 1981
53.	The Land Reforms Review Board (Procedure) Rules, 1981

Sl. No.	Name of the Act / Regulation / Orders
54.	The Mahe Land Reforms (Tenancy) Rules, 1981
55.	The Mahe Land Reforms (Vesting and Assignment) Rules, 1981
56.	The Pondicherry Excise Act, 1970
57.	The Pondicherry Excise (Extension) Act, 1980
58.	The Medicinal and Toilet Preparations (Excise Duties) Act, 1955
59.	The Narcotic Drugs and Psychotropic Substances Act, 1985
60.	The Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988
61.	The Standards of Weights and Measures Act, 1976
62.	The Standards of Weights and Measures (Enforcement) Act, 1985
63.	The Pondicherry Excise Rules, 1970
64.	The Medicinal and Toilet Preparations (Excise Duties) Rules, 1956
65.	The Pondicherry Narcotic Drugs Rules, 1985
66.	The Pondicherry Standards of Weights and Measures (Enforcement) Rules, 1990
67.	The Standards of Weights and Measures (Packaged Commodities) Rules, 1977
68.	The Standards of Weights and Measures (Inter-State verification and Stamping) Rules, 1987
69.	The Land Acquisition Act, 1894 (Central Act 1 of 1894)
70.	The Minimum Wages Act, 1948
71.	The Indian Treasure Trove Act, 1878 (Central Act 6 of 1878) and Rules
72.	The Public premises (Eviction of Unauthorised Occupants) Act, 1971 (Central Act 40 of 1971) and Rules
73.	The Pondicherry Irrigation (Levy of Betterment Contribution) Regulation, 1976 and the Rules made there under.
74.	The Pondicherry Occupants of Kudiyruppu (Payment of fare) Act, 1970 with Rules
75.	The Arms Act, 1959 (Central Act 54 of 1959) and Rules.
76.	The Petroleum Act, 1934 (Central Act, 30 of 1934) and Rules
77.	The Indian Explosives Act, 1884 (Central Act 4 of 1884) and Rules
78.	The Urban Land (Ceiling and Regulation) Act, 1976 (Central Act 33 of 1976) and the Rules made there under
79.	The Cattle Trespass Act, 1871 (Central Act 1 of 1871)
80.	The Destruction of Revenue Records Rules, 1970
81.	The Representation of the People Act, 1950 (Central Act 43 of 1950)

Sl. No.	Name of the Act / Regulation / Orders
82.	The Representation of the People Act, 1951(Central Act 43 of 1951)
83.	The Government of Union Territories Act, 1963 (Central Act 20 of 1963) section 3 to 15, 38 to 43, 53 to 54
84.	The Registration of Electors Rules, 1960 and Conduct of Election rules 1961
85.	Criminal Procedure Code, 1973
86.	Indian Penal Code
87.	Indian Evidence Act
88.	The Central Revenue Recovery Act, 1890
89.	Civil Procedure Code
90.	The Pondicherry Survey and Boundaries Act, 1967 and Rules
91.	The Bonded Labour System (Abolition) Act, 1976 and Rules
92.	The Court Fees and Suits Valuation Act, 1976
93.	Foreign Contribution (Regulation) Act, 1976
94.	Essential Commodities Act, 1958
95.	Explosive Substances Act, 1908
96.	National Security Act, 1980
97.	Puducherry Prevention of Anti-social Activities Act, 2008
98.	The Prevention of Damage to Public Property Act, 1984
99.	Immoral Traffic (Prevention) Act, 1956
100.	The Indian Telegraph Act, 1885
101.	The National Investigation Agency Act, 2008
102.	Food Safety and Standards Act, 2006
103.	Puducherry Maintenance and Welfare of Parents and Senior Citizens Act & Rules
104.	Environment Protection Act & Rules
105.	The Wild Life Protection Act & Rules

CHAPTER — 5
MANUAL — 4

5.1 Particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Generally there is no provision to seek consultation/participation of public or its representatives for formulation of policies or for implementation of policies in respect of the Department of Revenue and Disaster Management.

However, in maintaining of Law and Order or to contain group clashes village level Peace Committees are formed and Village Panchayatars are involved in securing peace in a locality.

Before altering the usage of any Government Land, Notice is issued to call for public objections.

CHAPTER - 6

MANUAL - 5

6.1 A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

6.1.1 Settlement Register

Settlement Register was prepared on the basis of Survey Records in accordance with the Pondicherry Settlement Act, 1970 containing the following particulars:

- i) Survey Number and Sub-division of the field.
- ii) Extent of the land and assessment thereon.
- iii) Name of the Registered holder.
- iv) Classification of soil.

6.1.2 Chitta Register:

Chitta is an abridged form of Register of Rights with holding-wise details of patta No., name of land holder (pattadar), survey no., class of land, extent and assessment. It reflects the consolidated details of holdings of each pattadar. Chitta register is maintained by the VAO.

6.1.3 Town Survey Chitta:

In town survey chitta, apart from details like patta no. and pattadar name the Ward /Block / Town survey numbers are also indicated

6.1.4 Natham Chitta:

“Natham” or “Village site” is the collective name for the rural lands covered by housesites, huts or houses and appurtenance thereto which are non-agricultural in character. In view of the non-agricultural usage of the land a separate settlement had been done and a separate “Natham Settlement Register of Rights” had been prepared as a micro survey in addition to village land survey. This forms the basis of “Natham Tax”. It gives details of patta number, Pattadar name, Survey number, details like residential or Commercial or industrial use along with the details of assessment and extent.

6.1.5 Adangal Register:

Adangal is the village record of agricultural activities and state on ground particulars in a village. The V.A.O. prepares the record afresh for every fasli year (Agricultural year i.e. July to June). The record contains the Survey No.-wise holdings, extent of field, duration of tenancy, details of first crop and second crop, if any, month and date of harvest, approximate yield of crops, state on ground particulars.

Copy of the above documents can be obtained from the Taluk / Sub-Taluk concerned by way of making an application, on payment of prescribed fee, if any.

NOTE: ALL THE APPLICATIONS SHOULD BE AFFIXED WITH ` 1 COURT FEE STAMP.

C H A P T E R - 7

M A N U A L - 6

7.1 A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

7.1.1 SPECIAL CELL (LAND GRAB)

The Special Cell was constituted to deal with complaints on land grab received from the Public vide G.O. Ms. No.38 dt. 23-11-1998 and G.O. Ms. No.60 dated 11-10-2004 of Home Department, Puducherry.

The cell is comprised of the following officials:

(as per G.O. Ms. No.60 dated 11-10-2004)

Secretary to Government (Revenue)-Cum-Collector	Chairman
Senior Superintendent of Police (Law & Order)	Member
Jt. Secretary to Government (Revenue)-cum- Addl. District Magistrate	Member
Superintendent of Police (North)	Member
Superintendent of Police (South)	Member
Superintendent of Police (Rural)	Member

7.1.2 Administrative Advisory Committees (Land Disputes):

The Administrative Advisory Committee was constituted to deal with land disputes over the title and/or possession of landed properties have disturbed the law and order disputes vide G.O. Ms. No.104 dt.16-11-2007 of Department of Revenue and Disaster Management, Puducherry.

The Committee is comprised of the following officials:

Tahsildar, Taluk Office / Deputy Tahsildar, Taluk / Sub-Taluk Office	Chairman
Sub-Registrar concerned	Member
Taluk / Sub-Taluk Surveyor	Member
The Station House Officer concerned	Special Invitee.

7.1.2 VARIOUS AUTHORITIES UNDER DISASTER MANAGEMENT ACT, 2005

7.1.2.1 State Disaster Management Authorities

U.T. of Puducherry Disaster Management Authority was constituted under the Chairmanship of Hon'ble Chief Minister vide the Extraordinary Gazette of Puducherry No. 77 dt.1.08.2007 of Department of Revenue and Disaster Management, Puducherry. The Members to the said Authority were nominated by the Chairperson and notified in Extraordinary Gazette No.46 dt.24-6-2008. The tenure of members of the authority is co-terminus with that of the chairperson. Hence, new members are to be notified.

7.1.2.2 State Executive Committee:

i)	The Chief Secretary to Government	Chairperson
ii)	The Development Commissioner	Member
iii)	The Secretary (Finance)	Member
iv)	The Secretary(Health)	Member
v)	The Secretary(Local Administration)	Member
vi)	The Secretary (Revenue)	Member
vii)	The Chief Engineer, Public Works Department	Member
viii)	The Secretary /Commissioner (Relief and Rehabilitation)	Member
ix)	Additional Secretary (Relief and Rehabilitation)	Member

7.1.2.3 District Disaster Management Authorities in respect of Puducherry and Karaikal Districts:

Puducherry District:

The District Collector, Puducherry	Chairperson
The Chairman, Puducherry Municipality	Co-Chairperson I
The Chairman, Oulgaret Municipality	Co-Chairperson II
The Senior /Additional Senior Superintendent of Police (L&O), Puducherry.	Member
The Director of Health and Family Welfare Services, Puducherry	Member
The Director, Local Administration Department, Puducherry	Member
The Chief Engineer, Public Works Department, Puducherry	Member
The Deputy Collector (Disaster Management) and Chief Executive Officer of the District Authority Puducherry	Member Secretary

Karaikal District:

The District Collector, Karaikal	Chairperson
The Chairman, Karaikal Municipality	Co-Chairperson
The Senior /Additional Senior Superintendent of Police, Karaikal	Member
The Medical Superintendent, Karaikal	Member
The Representative of Director of Local Administration, Puducherry	Member
The Executive Engineer, Public Works Department, Karaikal	Member
The Deputy Collector (Disaster Management) and Chief Executive Officer of the District Authority, Karaikal	Member Secretary

7.1.3 ANTI USURY CELL:

This cell has been constituted to monitor money lenders in order to curb exorbitant interest collected by them, vide G.O. Ms. No.121 dt. 28-9- 2005 of Department of Revenue & Disaster Management, Puducherry.

Anti Usury Cell in Puducherry District:

District Magistrate, Puducherry	Chairman
Sub/Deputy Collector (Revenue) Concerned	Member
Superintendent of Police Concerned	Member
Special Officer, Dept. of Revenue & Disaster Management, Puducherry	Member Secretary

Anti Usury Cell in Karaikal District:

District Magistrate, Karaikal	Chairman
Sub / Deputy Collector (Revenue), Karaikal	Member
Superintendent of Police, Karaikal	Member
Tahsildar, O/o the Sub/Deputy Collector (Revenue), Karaikal	Member Secretary

7.1.4 STATE AND DISTRICT LEVEL COMMITTEE FOR REDRESSAL OF GRIEVANCES OF SERVING SOLDIERS:

These Committees has been constituted for Redressal of Grievances of Serving Soldiers vide G.O. Ms. No.26 dt. 21-03- 2007 of Department of Revenue & Disaster Management, Puducherry;

7.1.4.1 Composition:

State Level Committee for Redressal:

Secretary to Government (Revenue), Puducherry	Chairman
District Collector, Puducherry	Member
District Collector, Karaikal	Member
Senior Superintendent of Police, (L &O), Puducherry	Member
Group Commander (N.C.C), Puducherry	Member
Director, Rajya Sainik Board, Puducherry	Member Secretary

District Level Committee for Redressal (Puducherry District):

District Collector, Puducherry	Chairman
All Sub-Divisional Magistrates of Puducherry District	Member
All Superintendents of Police dealing with Law & Order in the District	Member
Group Commander (N.C.C), Puducherry	Member
Director, Rajya Sainik Board, Puducherry	Member Secretary

District Level Committee for Redressal (Karaikal District):

District Collector, Karaikal	Chairman
Deputy Collector (Revenue), Karaikal	Member
Senior Superintendents of Police, Karaikal	Member
Commanding Officer, N.C.C. Unit, Puducherry	Member
Director, Rajya Sainik Board, Puducherry	Member Secretary

7.1.5 FORMATION OF COMMITTEE TO ISSUE CASTE / COMMUNITY CERTIFICATE TO SCHEDULED CASTES & OBC AND COMMITTEE FOR CANCELLATION:

This Department constituted a committee to issue caste/community certificate to Scheduled Caste and Other Backward Community and a committee for cancellation vide its G.O. Ms. No. 152 dated .24-11-2005. An amendment was also made to the above G.O. vide G.O.Ms.90 dated 04.10.2007 of the Department of Revenue and Disaster Management.

The Composition of the Village Level Committee constituted vide G.O.Ms.No. 152 dated 24.11.2005 is as follows:

1.	Tahsildar / Deputy Tahsildar	Chairman
2.	Revenue Inspector of the concerned Firka	Member
3.	Village Administrative Officer	Member
4.	Welfare Inspector (Adi –Dravidar Welfare Dept.)	Member
5.	Village Elders (Four Members) (More than 50 years of age and who ordinarily reside in the same village for more than 50 years.) - At least one among them should be a Government servant of a minimum Group 'D' status. Of the 4 members there should be 3 SC person with origin status, and one non-SC member	Member

The District Committee is constituted vide G.O.Ms.No. 152 dated 24.11.2005 with the following composition:-

1.	District Magistrate	Chairman
2.	Director, Adi-Dravidar Welfare Department, Pondicherry. (in respect of S.C. certificates) Director, Social Welfare Department, Pondicherry. (in respect of OBC certificate)	Member
3.	Superintendent of Police (Vigilance)	Member
4.	Head of Department or any Professor of Anthropology Department, Pondicherry University, Pondicherry.	Member
5.	Any two of the Non-Official, selected by the existing Members.	Member
6.	Special Officer, Office of the Additional Secretary (Revenue), Pondicherry in the cases of Pondicherry District or Deputy Collector (Revenue) Karaikal in respect of Karaikal District.	Member Secretary

In order to improve the functioning of the Committees, the existing compositions modified and the following Village Level Committee is constituted vide G.O.Ms.No. 90 dated 04.10.2007 as substituted for Village Level Committee constituted vide G.O.Ms.No. 152 dated 24.11.2005.

1.	Tahsildar / Deputy Tahsildar	Chairman
2.	Revenue Inspector of the Firka concerned	Member
3.	Village Administrative Officer	Member
4.	Welfare Inspector (Adi –Dravidar Welfare Department)	Member
5.	Village Panchayat President (or) Municipal Ward Member as the case may be	Member
6.	Village Elders (6 members) (More than 50 years of age and who ordinarily reside in the same village for more than 50 years.) 3 SC persons 2 MBC persons 1 OBC persons Of the 3 SC members, at least 2 members should be with origin status. At least one among the Village elders should be a woman.	Member
7.	Anganwadi worker of the locality	Co-opted as a member

CHAPTER — 8
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8.1 THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

8.1.1 Public Information Officers of the Department of Revenue and Disaster Management

Sl. No.	Name of the PIO & Office concerned Tvl.	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Home			
1.	N. Tamilselvan, O/o. The Special Secretary (Revenue), Puducherry	Special Officer	0413	2231201		2248759	dcrev.pon@nic.in	Office of the Special Secretary (Revenue), First Floor, Revenue Complex, Kamaraj Salar, Saram, Puducherry
2.	A. Vincent Rayar, O/o. Sub/ Deputy-Collector (Revenue) North	Deputy-Collector (Revenue) North	0413	2248686		2248759	dcrnorth.pon@nic.in	Office of the Sub/Deputy Collector (Revenue) North, Ground Floor, Revenue Complex, Kamaraj Salar, Saram, Puducherry
3.	S. Manickadeepan, O/o. Sub/ Deputy Collector (Revenue) South	Deputy Collector (Revenue) South	0413	2667945			dcrsouth.pon@nic.in	Office of the Sub/ Deputy Collector (Revenue) South, I Floor, Revenue Complex, Villianur, Puducherry
4.	S. Muthukumarasamy, O/o. the District Collector, Karaikal.	Secretary to District Collector, Karaikal	04368	222025, 221760		228070	collr.kkl@nic.in	District Collector Office, Karaikal.
5.	Dr. A. Muthamma, I.A.S., O/o. Sub/Deputy Collector (Revenue), Karaikal	Sub-Collector (Revenue), Karaikal	04368	227890		222467	dcrev.kkl@nic.in	Office of the Sub/ Deputy Collector (Revenue), Karaikal
6.	M.S.Ramesh, Taluk Office, Puducherry	Tahsildar	0413	2356314			taluk.pon@nic.in	Taluk Office, Near R.T.O Office, 100 ft Road, Puducherry.
7.	B. Thillaivel, Taluk Office, Oulgaret	Tahsildar	0413	2254449			oulgarettaluk.pon@nic.in	Taluk Office, Adj. Jeeva Rukamani Thirumananilayam, E.C.R., Oulgaret
8.	S. Yeswanthiah, Taluk Office, Villianur	Tahsildar	0413	2666364			talukvil.pon@nic.in	Taluk Office Villianur, Ground Floor, Revenue Complex, Villianur.
9.	J. Dayalan, Taluk Office, Bahour	Tahsildar	0413	2633453			talukbah.pon@nic.in	Taluk Office, Bahour, Puducherry.

Sl. No.	Name of the PIO & Office concerned Tvl.	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Home			
10.	M. Rajagopal, Taluk Office, Karaikal	Tahsildar	04368	222637			taluk.kkl@nic.in	Taluk Office, Karaikal.
11.	Taluk Office, Thirunallar	Tahsildar	04368	236100			taluktnr.kkl@nic.in	Taluk Office, Thirunallar
12.	Sreejith, Office of the Sub/Deputy Collector (Revenue), Mahe	Deputy Tahsildar	0490	2332560			subtkoffice.mahe@nic.in	Sub-Taluk, Civil Station, Mahe
13.	Silambarasan Office of the Sub/Deputy Collector (Revenue), Yanam	Deputy Tahsildar	0884	2325124			rev.yanam@nic.in	Sub-Taluk, Civil Station, Yanam

8.1.2 First Appellate Authorities of the Department of Revenue and Disaster Management

Sl. No.	Name of the First Appellate Authorities & Offices concerned Tvl.	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Home			
1.	Dr. S.B. Deepak Kumar, I.A.S., O/o. The Special Secretary (Revenue), Puducherry, O/o. Sub/ Deputy-Collector (Revenue) North, Puducherry, O/o. Sub/ Deputy Collector (Revenue) South, Puducherry, Taluk Office, Puducherry, Taluk Office, Oulgaret, Taluk Office, Villianur and Taluk Office, Bahour	Special Secretary (Revenue) – cum-District Collector	0413	2249060 2231200		2248759	dcrev.pon@nic.in	Office of the Special Secretary (Revenue), First Floor, Revenue Complex, Kamaraj Salar, Saram, Puducherry
2.	J. Ashok Kumar, I.A.S., O/o. the District Collector, O/o. Sub/Deputy Collector (Revenue), Karaikal, Taluk Office, Karaikal and Taluk Office, Thirunallar	District Collector, Karaikal	04368	222025, 221760		228070	collr.kkl@nic.in	District Collector Office, Karaikal.
3.	R. Arunachalam, Office of the Sub/Deputy Collector (Revenue), Mahe	Deputy Collector (Revenue), Mahe	0490	2332510		2336700	dcr.mahe@nic.in	Office of the Deputy / Sub-Collector(Revenue), Mahe
4.	S. Ganessin, Office of the Sub/Deputy Collector (Revenue), Yanam	Deputy Collector (Revenue), Yanam	0884	2325101		2321843	dcrev.yanam@nic.in	Office of the Deputy/ Sub-Collector (Revenue), Yanam

8.1.3 Second Appellate Authorities of the Department of Revenue and Disaster Management

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Home			
1.	Central Information Commission		011	261805141/ 26717353		011-26106276		2 nd floor-B-wing, August Kranti Bhawan, Bikaji Cama Place, New Delhi-11 0006

C H A P T E R — 9

M A N U A L - 8

9.1 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

In each and every issue decision is taken based on the provisions available in the relevant legislations. In other cases, decision is being taken on conventional methods or on merits of the case keeping in mind the public interest supreme.

The decision is communicated to the public by way of Correspondences, Notice, or through Newspapers. Also through auto rickshaw-loudspeaker announcement.

The final decision is taken by the Tahsildar/Sub/ Deputy Collector (Revenue)/Collector based on the nature of the issue and appeal is to be made to appellate authorities as contemplated in the relevant Acts/Rules/Regulation.

The details of decision making authority, documented procedures, appellate authorities are given below:-

Sl. No.	Subject matter	Documented procedures/Guidelines/ Direction	Authority	Appellate Authority
1	Issue of Residence / Caste/ Income/ Nationality Certificates	Instruction issued by Govt. then and there and Field enquiry	Tahsildar / Deputy Tahsildar	Collector/ Sub/Deputy Collector
2	Grant of Arm License	Arms & Ammunition Acts	District Magistrate	Lt. Governor
3	Explosive License	Explosives Act	District Magistrate	Lt. Governor
4	Pawn Broker License	Pawn Broker Act	Dy. Collector (Revenue)	Collector
5	Money lender License	Money Lender Act	Dy. Collector (Revenue)	Collector
6	Exemption of land tax	Settlement Act	Government	Collector
7	Refund of Un-utilised / spoiled Stamp papers	Indian Stamp Act	Dy. Collector (Revenue)	Collector
8	Solvency Certificate	Guide line Register for land area and plinth area building rates issued by PWD	Tahsildar / Deputy Tahsildar	
9	Valuation Certificate	Guide line Register for land area and plinth area building rates issued by PWD	Tahsildar / Deputy Tahsildar	

C H A P T E R - 1 0
M A N U A L - 9

10.1 DIRECTORY OF OFFICERS AND EMPLOYEES

**10.1.1 Name of Office: O/o Special Secretary-cum-District Collector,
Revenue Complex, Saram, Puducherry**

Fax No:0413-2248759

e-Mail No: dcrev.pon@nic.in

SL. No	NAME OF THE OFFICIAL TVL./ TMT./ SELVI.	DESIGNATION	PHONE No.	SECTION TO WHICH ATTACHED
1	Dr. S.B. DEEPAK KUMAR, I.A.S.,	SPECIAL SECRETARY-cum-	2248691 2231200	O/o the Spl. Secretary(Rev.)
2	N. TAMILSELVAN	SPECIAL OFFICER	2231202	--do--
3	N. UDAYAKUMAR	REVENUE OFFICER	2231203	--do--
4	K. MUTHU	SUPERINTENDENT	2231207	Establishment
5	S. MURUGAN	TAHSILDAR	2231206	Revenue
6	P. MUTHU MEENA	TAHSILDAR	2231204	Revenue
7	M. KANDASAMY	TAHSILDAR	2231205	Revenue
8	R. KALAIVANI	DATA PROCESSING ASSISTANT	2231213	EDP
9	K.LATCHOUMY	LEGAL ASSISTANT	2231241	Legal
10	P. RAJENDIRAN	DEPUTY TAHSILDAR	2231195	Disaster Management
11	R. SHEELA	DEPUTY TAHSILDAR	2231195	Disaster Management
12	N. SHANTHI	DEPUTY TAHSILDAR	2231209	Revenue
13	A. JOTHI MANI	DEPUTY TAHSILDAR	2231210	Revenue
14	S. MANIKANDAN	DEPUTY TAHSILDAR	2231258	Revenue
15	S. GEETHA	STENO GRAPHER-II	2231217	O/o the Spl. Secretary (Rev)
16	S. KANNAYAN	ASSISTANT	2231214	Revenue
17	G. JAGANNATHAN	ASSISTANT	2231212	Accounts
18	R. KAMALA BASKARAN	ASSISTANT	2231211	Establishment
19	M. SUBRAMANIAN	ASSISTANT	2231211	Establishment
20	D. MOUTHOUVEL	ASSISTANT	2231214	Revenue
21	V. MANICKAM @ RAJENDIRAN	ASSISTANT	2231214	Revenue
22	S. SATISH	ASSISTANT	2231214	Revenue
23	A. KRISHNAMOURTHY	DATA ENTRY OPERATOR	2231213	EDP
24	R. RAJASOZHAN	UPPER DIVISION CLERK	2231211	Establishment

SL. No	NAME OF THE OFFICIAL TVL./ TMT./ SELVI.	DESIGNATION	PHONE No.	SECTION TO WHICH ATTACHED
25	D. BALASUBRAMANIAN	UPPER DIVISION CLERK	2231212	Accounts
26	G. SARAVANA COUMAR	UPPER DIVISION CLERK	2231215	Establishment
27	A. SIVAKUMAR	UPPER DIVISION CLERK	2231209	Revenue
28	V. CARTIGUEYANE	UPPER DIVISION CLERK	2231214	Revenue
29	C.R. MOHANASUNDARAM	UPPER DIVISION CLERK	2231241	RTI
30	P. CHANDRA	UPPER DIVISION CLERK	2231212	Accounts
31	K. GIRIJASANKAR	UPPER DIVISION CLERK	2231214	Revenue
32	S. SELVAVINAYAGAM	UPPER DIVISION CLERK	2231211	Establishment
33	R. BHARATHI	STENO GRAPHER-III	2231258	Revenue
34	S. PAJANY	DRIVER (LMV) GR-I	2231211	Establishment
35	N. GUNASEKAR	DRIVER (LMV) GR-III	2231211	Establishment
36	R. GOVINDARASU	RECORD KEEPER	2231 215	Revenue
37	R. SRINIVASAN	M.T.S.(GENERAL)	2231212	Accounts
38	G. RANI	M.T.S.(GENERAL)	2231211	Establishment
39	L. RICHARD HUBERT LEON	M.T.S.(GENERAL)	2231211	Establishment
40	R. NARAYANASAMY	M.T.S.(GENERAL)	2231211	Revenue
41	P. JAYAKRISHNAN	M.T.S.(GENERAL)	2231211	Revenue
42	S. SUBRAMANIAN	M.T.S.(GENERAL)	2231211	Revenue
43	E. BALASUBRAMANIAN	M.T.S.(GENERAL)	2231211	Revenue

CHAPTER - 11
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11. MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES

11.1 LIST OF OFFICIALS WITH THEIR PAY BAND

**Name of Office: O/o Special Secretary-cum-District Collector,
Revenue Complex, Saram, Puducherry**

SL. No.	NAME OF THE OFFICIAL TVL./TMT./ SELVI.	DESIGNATION	PAY BAND
1	Dr. S.B. DEEPAK KUMAR, I.A.S.,	SPECIAL SECRETARY (REVENUE) – CUM – DISTRICT COLLECTOR	PAY : 37400-67000 G.P. : 8700
2	N. TAMILSELVAN	SPECIAL OFFICER	PAY : 9300-34800 G.P. : 4600
3	N. UDAYAKUMAR	REVENUE OFFICER	PAY : 9300-34800 G.P. : 4600
4	K. MUTHU	SUPERINTENDENT	PAY : 9300-34800 G.P. : 4600
5	S. MURUGAN	TAHSILDAR	PAY : 9300-34800 G.P. : 4600
6	P. MUTHUMEENA	TAHSILDAR	PAY : 9300-34800 G.P. : 4600
7	M. KANDASAMY	TAHSILDAR	PAY : 9300-34800 G.P. : 4600
8	R. KALAIVANI	DATA PROCESSING ASSISTANT	PAY : 9300-34800 G.P. : 4600
9	K. LATCHOUMY	LEGAL ASSISTANT	PAY : 9300-34800 G.P. : 4600
10	P. RAJENDIRAN	DEPUTY TAHSILDAR	PAY : 9300-34800 G.P. : 4200
11	R. SHEELA	DEPUTY TAHSILDAR	PAY : 9300-34800 G.P. : 4200
12	N. SHANTHI	DEPUTY TAHSILDAR	PAY : 9300-34800 G.P. : 4200
13	A. JOTHI MANI	DEPUTY TAHSILDAR	PAY : 9300-34800 G.P. : 4200
14	S. MANIKANDAN	DEPUTY TAHSILDAR	PAY : 9300-34800 G.P. : 4200
15	S. GEETHA	STENO GRAPHER-II	PAY : 9300-34800 G.P. : 4600
16	S. KANNAYAN	ASSISTANT	PAY : 9300-34800 G.P. : 4200
17	G. JAGANNATHAN	ASSISTANT	PAY : 9300-34800 G.P. : 4200
18	R. KAMALA BASKARAN	ASSISTANT	PAY : 9300-34800 G.P. : 4200
19	M. SOUBRAMANIAN	ASSISTANT	PAY : 9300-34800 G.P. : 4200

Sl. No.	NAME OF THE OFFICIAL Tvl./Tmt./ Selvi.	DESIGNATION	PAY BAND
20	D. MOUTHOUVEL	ASSISTANT	PAY : 9300-34800 G.P. : 4200
21	V. MANICKAM @ RAJENDIRAN	ASSISTANT	PAY : 9300-34800 G.P. : 4200
22	S. SATISH	ASSISTANT	PAY : 9300-34800 G.P. : 4200
23	A. KRISHNAMURTHY	DATA ENTRY OPERATOR	PAY : 5200-20200 G.P. : 2800
24	R. RAJA SOZHAN	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
25	D. BALASUBRAMANIAN	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
26	G. SARAVANA COUMAR	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
27	A. SIVAKUMAR	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
28	V. CARTIGUEYANE	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
29	C.R. MOHANASUNDARAM	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
30	P. CHANDRA	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
31	S. SELVAVINAYAGAM	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
32	K. GIRIJASANKAR	UPPER DIVISION CLERK	PAY : 5200-20200 G.P. : 2400
33	R. BHARATHI	STENO GRAPHER-III	PAY : 5200-20200 G.P. : 2400
34	S. PAJANY	DRIVER (LMV) GR-I	PAY : 5200-20200 G.P. : 2800
35	N. GUNASEKAR	DRIVER (LMV) GR-III	PAY : 5200-20200 G.P. : 1900
36	R. GOVINDARASU	RECORD KEEPER	PAY : 5200-20200 G.P. : 1900
37	R. SRINIVASAN	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 2000
38	G. RANI	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 2000
39	L. RICHARD HUBERT LEON	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 1900
40	R. NARAYANASAMY	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 1900
41	P. JAYAKRISHNAN	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 2000
42	S. SUBRAMANIAN	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 1900
43	E. BALASUBRAMANIAN	M.T.S.(GENERAL)	PAY : 5200-20200 G.P. : 1900

CHAPTER - 12
MANUAL - 11

12.1 BUDGET ALLOCATED TO EACH AGENCY 2012-13

Sl.No	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned End date of the activity	Amount proposed 2012-13 (In lakhs) (B.E.)	Amount released /disbursed 2012-13 (In lakhs) (B.E.)	Actual expenditure upto 03/2013 (In Lakh)	Responsible officer for the quality and the complete execution of the work
1	Modernisation of the Revenue & Disaster Management Department	<i>To Modernize the Revenue and Disaster Management Dept. with proper infrastructure and to equip it with latest technology.</i> <i>To restructure and re-organize the Revenue administration to cope up with the additional work load and changed circumstance.</i>	April 1999	Continuing scheme				<i>Special Secretary (Revenue) Puducherry</i>
2	Scheme for Disaster Management	<i>To mitigate prevent and for pro-active management of any kinds of natural and man made disasters and to aid proper rescue operation.</i>	April 2003	Continuing scheme	803.19	803.19		

CHAPTER — 13
MANUAL — 12

13.1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

No subsidy programme is being executed by this department

CHAPTER — 14
MANUAL — 13

**14.1 PARTICULARS OF RECEIPT OF CONCESSIONS, PERMITS OR
AUTHORISATION GRANTED BY IT:-**

-Nil-

CHAPTER — 15
MANUAL — 14

15.1 NORMS SET BY THE DEPARTMENT FOR DISCHARGING ITS FUNCTIONS:-

The functions of the Department are discharged as per the Act/Rules & G.Os / Circulars/ Instructions issued by the Government of Puducherry / Government of India from time to time.

C H A P T E R - 1 6
M A N U A L - 1 5

No independent website for DRDM. However, revenue matters are hosted in the official website "pon.nic.in". Office wise e-MAIL ADDRESSES are as follows:

SL. No.	NAME & ADDRESS OF THE OFFICE	E-MAIL ADDRESS
1.	Office of the Special Secretary (Revenue)-cum-District Collector, I Floor, Revenue Complex, Saram, Pondicherry 605 013	dcrev.pon@nic.in
2.	Office of the Sub/Deputy Collector (Revenue) North, Ground Floor, Revenue Complex, Saram, Puducherry.	dcrnorth.pon@nic.in
3.	Office of the Sub/Deputy Collector (Revenue) South, Revenue Complex, Villianur, Puducherry.	dcrsouth.pon@nic.in
4.	Taluk Office, 100 ft Road, Near RTO. Puducherry.	taluk.pon@nic.in
5.	Taluk Office, E.C.R Road, Adj Jeeva Rukkumani Thirumananilayam, Puducherry.	oulgarettaluk.pon@nic.in
6.	Taluk Office, Ground Floor, Revenue Complex, Villianur, Puducherry.	talukvil.pon@nic.in
7.	Taluk Office, Bahour	talukbah.pon@nic.in
8.	Office of the District Collector, Karaikal	collr.kkl@nic.in
9.	Office of the Sub/Deputy Collector (Revenue), Karaikal	dcrev.kkl@nic.in
10.	Taluk Office, Karaikal	taluk.kkl@nic.in
11.	Taluk Office, Thirunallar.	taluktnr.kkl@nic.in
12.	Office of the Sub/Deputy Collector(Revenue), Mahe	dcr.mahe@nic.in
13.	Sub-Taluk Office, Mahe	subtkoffice.mahe@nic.in
14.	Office of the Sub/Deputy Collector(Revenue), Yanam	dcrev.yanam@nic.in
15.	Sub-Taluk Office, Yanam	rev.yanam@nic.in
16.	State Emergency Operation Centre, Oulgaret Taluk Office complex, Adj Jeeva Rukkumani Thirumananilayam, Puducherry.	seoc.pon@nic.in

CHAPTER - 17

MANUAL - 16

17.1 PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The following means and modes are adopted by the department for dissemination of information to facilitate the public

17.1.1 By beat of Tom Tom informing the public/ Announcement of Megaphone.

17.1.2 Through News paper

All Land Acquisition Notifications and Recruitment Notifications and all other statutory Notifications are published in leading Newspapers both English and Vernacular as paid advertisements.

News items/Press Notes are issued whenever general information is to be conveyed.

17.1.3 Notice Board

All general as well as statutory information/notifications are displayed in the Notice Board of Collectorate, Office of the Sub/Deputy Collectors (Revenue), Taluk Offices and Village Administrative Offices.

17.1.4 Touch Screen Kiosks

The Guide Line Register Values of the Patta lands and data base of land particulars are made available in the Kiosks provided in Collectorate, and in all Taluk Offices.

17.1.5 Printed Manual

A Citizen Charter is published for the information of general public and the same is liberally distributed.

17.1.5 Publication in the Government Gazette

All important notifications/orders are being published in the official Gazette viz. The Puducherry Gazette of Puducherry

17.1.7 Hosting in the Government Website

All general as well as statutory information/notifications/Orders etc. are uploaded in the webpage dedicated to this Department in the website: www.pon.nic.in

CHAPTER - 18

MANUAL - 17

18.1 OTHER USEFUL INFORMATION

18.1.1 Frequently Asked Questions

1. I want to get Caste/Nationality/Nativity/Income Certificates. Where and how can I get it?

The applicant is to make a requisition in prescribed application to the Tahsildar / Dy. Tahsildar concerned. His application will be verified by the V.A.O concerned to confirm the veracity of the facts indicated in the application. The V.A.O's report will be verified by the Revenue Inspector who in turn will forward the report to the Tahsildar/Dy. Tahsildar for issue of certificates.

The applicant may enclose the following documentary evidences as a proof of his claim to facilitate the certificate issuing authority:-

- Copy of the Electoral Roll/Electoral Photo Identity card
- Copy of the School Records
- Copy of the Family ration card
- Copy of the Birth Certificate/land records/details of source of income, etc.
- Any other documents relevant to his claim.

2. When, Where, and How can I pay my Land Tax?

One can pay the Land Tax pertaining to a particular fasli year during the months from January to April to the V.A.O. in whose jurisdiction the land is located. The V.A.O. will receive the payment and issue receipt for the same.

3. How can I get a Valuation Certificates/Solvency Certificates?

For obtaining Valuation/Solvency Certificate, the applicant must apply in the Taluk office concerned with the following documents:-

- Original title deeds with parent documents
- Encumbrance Certificate

4. I want to open a Cracker Shop. How can get a licence?

The application has to be made to the District Magistrate as and when called for. The application will be forwarded to the concerned Sub-Divisional Magistrate who will at the first instance obtain an inspection report from the Tahsildars/Dy. Tahsildar and then inspect the premises. Then the report on the findings will be made to the District Magistrate. The District Magistrate on receipt of the report from the concerned Sub-Divisional Magistrate and

similar report from the Divisional Fire Officer will issue the licence to the applicant subject to the fulfillment of the conditions.

5. How to get a copy of Chitta /Adangal /Settlement Extract?

The interested parties may apply to the concerned Tahsildar of the Taluk for obtaining a copy of the on-line Chitta / Adangal / Settlement Extract. The said extract will be signed by the Tahsildar / Deputy Tahsildar and will be issued immediately, subject to availability of online facility.

6. My land is erroneously mentioned as Government Poramboke in the Guide Line Value Register. How can I get it corrected?

The individual may bring this to the notice of the Sub/Deputy Collector (Revenue) with relevant documentary evidences for correction. The Sub/Dy. Collector (Revenue) will cause inspection of the site and incorporate the correction in the Guide Line Register if the claim is found correct.

7. My Land/Property has been wrongfully grabbed during my absence. What should I do?

The individual may submit a petition to the Chairman, Special Cell (Land Grab) in the Department of Revenue and Disaster Management. After obtaining field inspection and enquiry reports from the Sub/Deputy Collector (Revenue), Police Department and from other Departments concerned, decision will be taken by the Special Cell. The decision will be communicated to the petitioner. Remedial action will also be initiated.

8. To whom should I complain in case of issue of false Community Certificate?

Complaints, if any on the issue of false Community Certificate can be addressed to the State Level Screening Committee for enquiry and the matter will be disposed on merits.

9. My house got damaged in a fire accident. Whom to approach for relief?

The affected victims of the accident may report the fact to the Village Administrative Officer of the area. He will assess the damages and arrange for providing necessary relief as per norms.

10. I purchased a land/property. I want to change patta in my name. Whom to approach?

The individual may make an application for change of patta to the Tahsildar, Taluk Office/Deputy Tahsildar, sub-Taluk offices along with the attested copies of the relevant documents and details of side parties to the property.